

Assessment Directors Meeting

September 11, 2008

DEBORAH SWENSEN, PH. D.
ASSESSMENT DIRECTOR





October 2008 Test Schedule

NOLAN FAWCETT

UBSCT & Secondary Math Specialist

Pre-Printing

- **Monday, September 22** - Pre-print files to the USOE for districts that need the answer documents **mailed** by the USOE
- **Monday, September 29** - Pre-print files to the USOE for districts that are picking up answer documents from the USOE

Receiving the Tests

- **October 6-8** - Mailed answer documents arrive at the district; please contact Sharon Marsh (801-538-7915) if not arrived by 8th.
- **October 6-10** - Districts picking up answer documents, need to coordinate time with Sharon Marsh at the USOE.
- **October 6-8** - Test materials arrive at the districts; please contact Megan Neely (866-502-2742) if not arrived by 8th.

Testing

- October 21-23 - Administration of the Utah Basic Skills Competency Test
- **Tuesday, Oct 21** Writing Subtest
- **Wednesday, Oct 22** Mathematics Subtest
- **Thursday, Oct 23** Reading Subtest
- October 24-28 - Make-up testing, to be conducted in a uniform manner per district guidelines

Returning the Test

- **October 24-28** - Used test materials returned to the district from the schools.
- **Tuesday, October 28** - Final day, testing Materials must be returned to district office
- **Wednesday, October 29** - Prepare all test materials for UPS pick-up.
- **Thursday, October 30** - Test materials will be picked up by UPS.

Reminder for Future Events

- Preliminary Data will be release on November 21st.
- After the October Test, the Math and Writing sections will be released for Practice Tests.

Computer Based Testing (CBT)

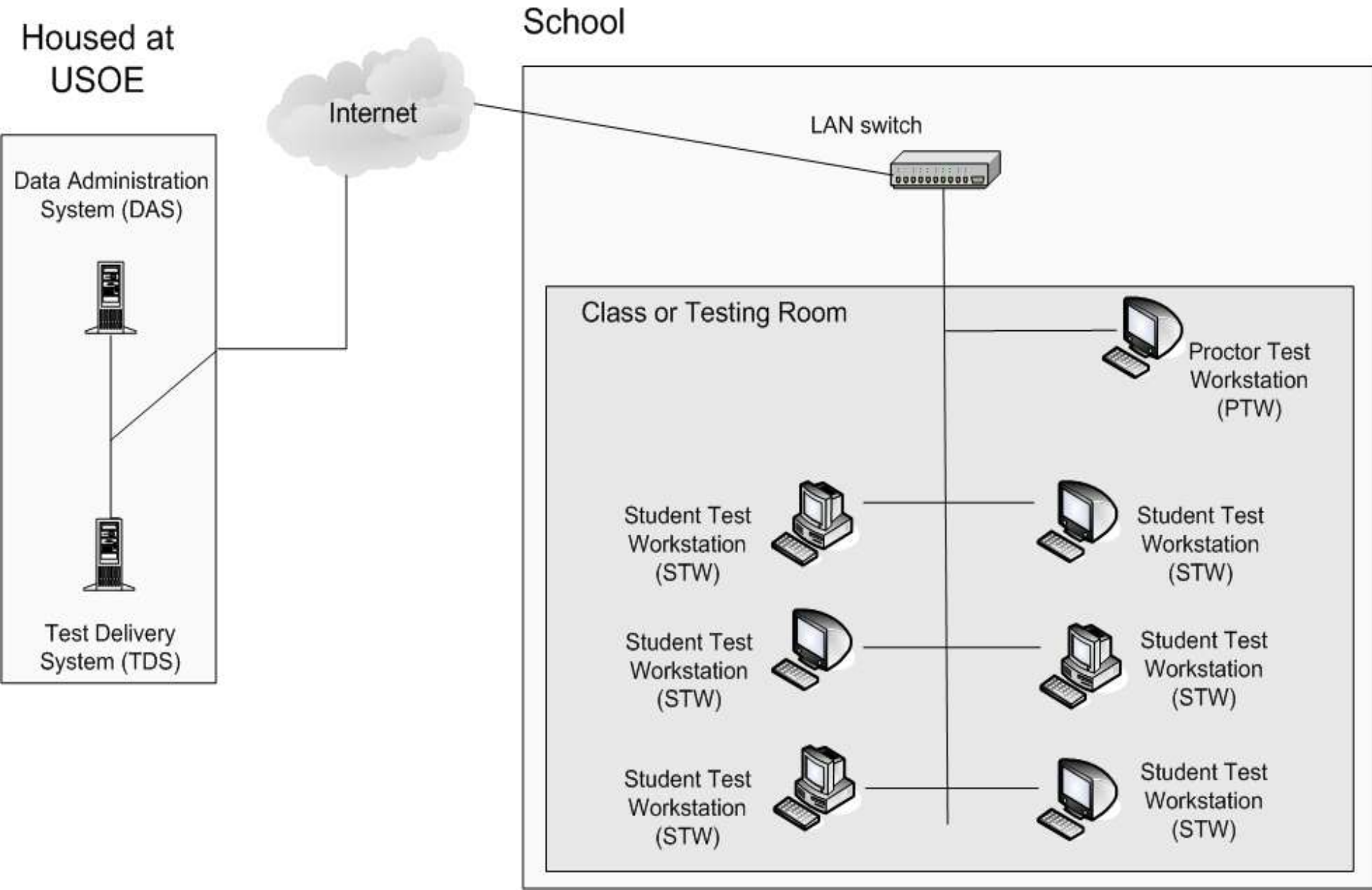
JULIE QUINN
CBT SPECIALIST

Feedback...

District concerns with

1. Capacity
2. Bandwidth
3. Redundancy

Hosted Solution



Since August 12th

- August 13

All day requirements meeting with Measured Progress, USOE CS and Assessment, and UEN Networking.

- Weekly conference calls, software development team w/program management.

- September 3 & 4

Onsite meeting at Measured Progress Corporate Office (Dover, NH).

Software Development

Measured Progress has committed to include many of the requests made on August 12th.

Software development has been accelerated.

- Tests will require less bandwidth than original estimates.
- 60,000 students statewide may take tests at the same time.

Revised Schedule

Technical Survey

Will be sent to Assessment Directors via email, mid-September.

Readiness Certification

Will be sent to Assessment Directors, in conjunction with training. To be completed prior to training test administration.

Revised Schedule

December 9 – 12

- November training **rescheduled**.
- Two sessions per day, both administrative.
- Targeted to LEA personnel responsible for training schools.
- Training Tests will be available.
 - Elementary and secondary for ELA, math, and science.
 - Technical test for load testing purposes.

Revised Schedule

CBT Participation Commitments

October 1 – 15 (no change)

- LEA to enter CBT participation percentages for 2009 via UTOS.
- Overall LEA percentage will be calculated.
- Percentage will be checked against enrollment counts.
- Submit numbers assuming there will be no problems with USOE network or hardware.

Revised Schedule

CBT Participation Commitments

New Date: December 9 – 12

- Numbers may be revised via UTOS.
- CBT numbers may go up.

Revised Schedule

January

- Local load testing using training tests.
- Coordinated load testing effort on specific date and time.
 - Intended to simulate the heaviest days of testing for each LEA, on the same day.
- Should load testing create concerns with participation numbers, cases will be evaluated individually by Deborah Swensen.

Revised Schedule

New Date: February 23 – 27

CBT training will be combined with
CRT trainings.

Technical Requirements

Student Test Workstations (STWs):

Macintosh machines - minimum Safari 3.

Best Practices:

Prioritize network traffic for CBT.

Things to Remember

- Ensure that students are registered with accurate course codes that align to CRTs.
- Conduct sufficient load testing.
- Provide students and teachers with training test opportunities.
- Ensure that make-up and completion time is included in testing schedules.
- Use online tutorials and Measured Progress help desk.

Recipe for Success

- Generate pre-load files for individual tests, with accurate 9+2's and student lists.
- Verify that sessions have been created accurately (automatically built from pre-loads).
- *New:* Assign users to sessions.
- *New:* Mark read-aloud accommodation prior to student beginning test, to override form assignments.
- Submit tests for scoring, after make-up testing is finished.

Questions?

USOE Contacts

Deborah Swensen (Policy): 801-538-7811

deborah.swensen@schools.utah.gov

Julie Quinn (Training/Interface):

801-538-7723

julie.quinn@schools.utah.gov

Sarah Moore (Ordering): 801-538-7862

sarah.moore@schools.utah.gov



UALPA 2008-2009

Rita Brock
UALPA Specialist



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Testing Window

- January 2009 through May 15, 2009
 - All ELL students in traditional or year-round school, identified as Level PE, E, I, and A are required to be tested with the UALPA
- New students who enroll AFTER May 1, 2009 **DO NOT** need to be tested with the 2008-2009 UALPA.

English Language Proficiency Levels

- UALPA Levels
 - PE: Pre-Emergent
 - E: Emergent
 - I: Intermediate
 - A: Advanced
 - F: Fluent

Pre-Printed Student Barcode Labels

- ELL students will need to have been identified as receiving Level 1 or Level 2 test forms. Refer to guidance provided in the *Test Administration Manual* and *Coordinator's Guide*.
- District will submit a pre-print file to USOE Computer Services at least 10 working days prior to the date the pre-printed student labels will be needed.

Pre-Printed Student Labels

- Test Administrators will apply the labels to the answer documents of those students they are assessing.
- Test Administrators are responsible for placing the pre-printed student labels in the correct location.

The label is a rectangular form with a perforated top edge. It contains the following sections:

- STUDENT INFORMATION:** Fields for LAST NAME, FIRST NAME, M, STUDENT NUMBER, FORM NUMBER, and GRADE. Each field is a grid of circles for marking.
- ACCOMMODATIONS (ELL, IEP, 504):** A list of checkboxes for various accommodations, including:
 - Directions signed
 - Questions signed
 - Screen reader
 - Large print
 - Magnification device
 - Braille
 - Tactile graphics
 - Audio amplification devices
 - Visual cues - hearing impaired
 - Talking materials
 - Word processor no spell check
 - Calculator devices
 - Write in test booklet
 - Scribe
 - Visual organizers
 - Graphic organizers
 - Speech-to-text conversion
 - Braille
 - Recording device
 - Reduce distractions in student
 - Reduce distractions to others
 - Physical access - ADA
 - Extended time
 - Multiple breaks
 - Schedule change
 - Temporary
- SPECIAL CODES:** A section for marking special codes, including:
 - NON-STANDARD PARTICIPATION:** Accommodated (ELL, IEP, 504), Private or Home School, Modified (IEP Team), LMA, Utah's Alternate Assessment (IEP Team).
 - NON-PARTICIPATION:** Absent - Unable to make up test, Excused - Medical Emergency, Unknown Student, Officially withdrawn from class/school, Private or Home School non-participation, BT.

At the bottom, there is a logo for the Utah State Office of Education and the text "Student Answer Document Grade Span: 7-8 D2". A red oval with the text "LABEL goes HERE" is overlaid on the right side of the form.

New Students Without Labels

For new students without pre-printed labels:

Student Answer Document
Grade Span: 3 – 12 E2

UALPA

Apply Student Label Here

SPECIAL CODES

NON-STANDARD PARTICIPATION

☐ Accommodated (ILL. IEP, 504)
☐ Excluded - Medical Emergency
☐ Excluded - Unknown Status
☐ Excluded - Other
☐ Excluded - Other

NON-PARTICIPATION

☐ Absent - Unable to make up test
☐ Absent - Medical Emergency
☐ Absent - Unknown Status
☐ Absent - Other
☐ Absent - Other

- Student information will need to be hand-bubbled.
- An SSID number **must be assigned** before UALPA administration.
- Use student's District ID number on answer document.

Key Dates for UALPA 2008-2009

- **December 15, 2008** - District submits a pre-print file to USOE Computer Services at least 10 working days prior to date the pre-printed student labels will be needed.
- **January 8, 2009** - Testing materials shipped to districts
- **January 15, 2009 – May 15, 2009** - Testing window
- **May 16, 2009 – June 15, 2009** - Deadlines for districts to: Score constructed responses if USOE cannot provide scoring

Key Dates for UALPA 2008-2009

District deadlines for return of answer documents to the USOE or to the vendor:

- May 15, 2009 –traditional schools
- June 15, 2009 –year-around schools

Scoring:

- The USOE is working to provide scoring of constructed response items.
- Currently, scoring of constructed response items is to be completed as last year.
- Further information will be provided at the October Assessment Director's meeting.

Returning Completed Answer Documents to the USOE

- ✓ Verify that all answer documents have had the constructed responses scored.
- ✓ Separate each grade within boxes by teacher/school header sheets.
- ✓ Use packing material to avoid movement of materials inside box. Do **not** use foam, as this affects the scan ability of the documents.
- ✓ Tape box securely with heavy-duty tape (not cellophane or masking tape).
- ✓ Ship to the USOE via UPS, FedEx, or another carrier that tracks shipments. Do **not** send by U.S. Mail.



If you have questions...

**About UALPA
administration &
assessment policy**

rita.brock@schools.utah.gov
david.smith@schools.utah.gov
deborah.swensen@schools.utah.gov

**About ordering
materials &
materials shipments**

sarah.moore@schools.utah.gov

**About preprint
labels & answer
documents**

sharon.marsh@schools.utah.gov

Production and Distribution

Sarah Moore

801-538-7862/801-842-8601

Ginger Thomason

801-538-7947



<https://assessment.schools.utah.gov/USOEAA>

Web address for ordering test booklets and administration materials for:

- CRT – standard, special needs and CBT
- DWA – standard and special needs
- IOWA – standard and special needs
- UALPA – standard and special needs
- UBSCT - standard and special needs

Currently...

- UBSCT
- IOWA Fall
- UALPA
- CRT Trimester

Update fields

- First and Last name
- E-mail addresses
- Shipping Information
- Any special information you would like us to know....
- **YOU ARE READY TO ORDER!!!**

Iowa Fall

- Order window is open until September 30
- Standard and Special needs
- TAM and Coordinator's guide

Iowa Fall

- Materials (test booklets and TAMS) are stored at district/school level for reuse every year
- Coordinator's guides are “new every two” years

Iowa Fall

- Special needs materials returned to the USOE

UBSCT

- Order window is Sept. 1 to Sept. 12
- Standard and Special Needs
- TAMS



UBSCT

- UPS AUTO Pickup – October 30
- Special Needs Materials Returned to USOE

UALPA

- Grade span test booklets, flipcharts, and TAMS
 - Kindergarten (A)
 - 1-2 (B)
 - 3-6 (C)
 - 7-8 (D)
 - 9-12 (E)
- Coordinator's guide

UALPA

- Kindergarten (A)
- 1-2 (B)
- 3-6 (C)
- 7-8 (D)
- 9-12 (E)
- Each Grade Span has Beginning level (1) and Intermediate (2)

UALPA

- Ordering window open October 1 to October 31
- Test window opens January

CRT Trimester

- Earlier than usual ordering window
- October 1 – November 31

[PROFILE](#)

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[Click here to take a short multiple choice satisfaction survey](#)

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- Change Requests
- User Help!

- Assessments
- Computer Based Testing
- CRT - ELA
- CRT - Math
- CRT - Science
- DATA

District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

PBT : Paper Based Tests
CBT : Computer Based Tests
NGS : Not Grade Specific

Ready...

Grade	Sub-Topic	Specialty	Purpose	Amount
3	N/A	Standard	Test	<input type="text"/>
5	N/A	Standard	Test	<input type="text"/>
317	IOWA-FALL	Standard	Test	<input type="text"/>

Assessment.schools.utah.gov/usoeaa



[PROFILE](#)

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Assessments

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[CRT - ELA](#)

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[DATA](#)

District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

PBT: Paper Based Tests
CBT: Computer Based Tests
NGS: Not Grade Specific

[Add Tests](#)

Ready...

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
303	IOWA-FALL	3	N/A	Standard	Test	<input type="text"/>
310	IOWA-FALL	5	N/A	Standard	Test	<input type="text"/>
317	IOWA-FALL	8	N/A	Standard	Test	<input type="text"/>

Choose your needs

PROFILE

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Assessments

Computer Based Testing

District:

School:

Test Topic: Grade:

PBT : Paper Based Tests
CBT : Computer Based Tests
NGS : Not Grade Specific

Sub Topic: Specialty: Purpose:

Add Tests

Ready...

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
303	IOWA-FALL	3	N/A	Standard	Test	<input type="text"/>
329	IOWA-FALL	3 - 8	N/A	Standard	TAM	<input type="text"/>
309	IOWA-FALL	5	N/A	Standard	Practice	<input type="text"/>

Sort by column headings

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[CRT - ELA](#)

District:

Baby Watch Early Intervention

School:

Test Topic:

IOWA-FALL

Grade:

ALL

Sub Topic:

ALL

Specialty:

NGS

PBT: Paper Based Tests

CBT: Computer Based Tests

NGS: Not Grade Specific

Purpose:

ALL

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
303	IOWA-FALL	3	N/A	Standard	Test	
329	IOWA-FALL	3 - 8	N/A	Standard	TAM	
309	IOWA-FALL	5	N/A	Standard	Practice	
310	IOWA-FALL	5	N/A	Standard	Test	

Choose or sort this way too

NAEP 2009 – Update

TIM D. ECCLESTON
NAEP SPECIALIST

NAEP 2009 Update

- School Packets sent on August 29
- USOE will be continuing to Assist Schools with
- MySchool registration and completion of School Data Collection Form – Due September 26
- USOE will begin working with schools and districts on student list submissions on October 1, with a completion date of October 31

Direct Writing Assessment (DWA)

MARGARET YOUNG
DWA & ELA SPECIALIST

2007-08 DWA Concerns

- There is no comparability of scores because there is no equating of results.
- There is no evidence of scoring aberration.
 - Reader performance reports
 - Validity responses
 - Calibration papers
 - Backreading of 5% of each scorers papers
- Pilot statistics on these prompts were similar to other prompts.
- Conclusion: The sixth grade prompt was more challenging for students.

Test Ordering Training

SARAH MOORE
PRODUCTION MANAGER





User Tips for Ordering Test Materials



9/11/2008

Assessment Directors Meeting

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<https://assessment.schools.utah.gov/USOEAA>

Web address for ordering test booklets and administration materials for:

- CRT – standard, special needs and CBT
- DWA – standard and special needs
- IOWA – standard and special needs
- UALPA – standard and special needs
- UBSCT - standard and special needs

File Edit View History Bookmarks Tools Help

http://delltaco/UTOS/Login.aspx

Google

UTAH STATE OFFICE OF EDUCATION

Utah State Office of Education:
Assessment and Accountability

USOE AA Main : Test Ordering

Username: Password: Log In

USOE AA Main
Assessments
CRT Math
CRT ELA
CRT Science Results
U-PASS
U-Pass Info
U-Pass Reports
NCLS
NCLB Info
AYP Reports
AYP Results
Test Ordering

Your log-in screen

Log In
User Name: 122
Password: [masked]
☐ Remember me next time.
Log In

Forgot Your Password?
Enter your User Name to receive your password.
User Name: [input]
Submit

Click here first

Automatically resets your password and emails you a new default for you to change!





Utah State Office of Education: Assessment and Accountability

You are in! Notice the
extra options under
TEST ORDERING

USOE AA Main : Test Ordering : User Main

Welcome 01 | [Logout](#) | [Main](#)

USOE AA Main

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- CRT Math
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- CRT Science
- DWA
- CRT Science
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- Results

U-PASS

- U-Pass Info
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NCLB

- NCLB Info
- AYP Reports
- AYP Results

Test Ordering

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PROFILE	ADD TESTS	REVIEW ORDERS	CHANGE RECENT	HELP!
ALPINE DISTRICT: 01				
PROFILE INFORMATION				
District Name	ALPINE DISTRICT			
User Name	01			
First Name				
Last Name				
Phone Number				
Extention				
Primary Contact E-Mail				
Secondary Contact E-Mail				
Administration Notes				
Account Locked?	<input type="checkbox"/>			
Compliance Sign Off	<input type="checkbox"/>			
Security Sign Off	<input type="checkbox"/>			
Results Sign Off	<input type="checkbox"/>			
Address				
City				
Zip Code				
Edit				
26				

These are also up here...

Update the fields on this
page by choosing EDIT



Update fields

- First and Last name
- E-mail addresses
- Shipping Information
- Any special information you would like us to know....
- **YOU ARE READY TO ORDER!!!**



Utah State Office of Education: Assessment and Accountability

Test Ordering : Request Tests

BOX ELDER DISTRICT : 03 | [Logout](#) | [Main](#)

Assessments

CRT Math
CRT ELA
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U-Pass Page
U-Pass Reports

NCLB

NCLB Page
AYP Reports

▼ Test Ordering

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- ▶ Review Requests
- ▶ Change Requests
- ▶ User Help!

PROFILE ADD TESTS REVIEW ORDERS CHANGE RECENT HELP!

District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

Add Tests

Ready...

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
999	CRT	NGS	N/A	Standard	Coordinator	<input type="text"/>

The Coordinator's guide for CRT is new this year, let's do this first Choose CRT from this drop down box.

Utah State Office of Education:
Assessment and Accountability

You are only ordering for this school... Make sure you don't order too many!

USOE AA Main : Test Ordering : Request Tests

Welcome 01 | [Logout](#) | [Main](#)

USOE AA Main

Assessments

- CRT Math
- CRT ELA
- CRT Science
- DWA
- CRT Science
- NAEP
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- U-Pass Info
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NCLS

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PROFILE **ADD TESTS** **REVIEW ORDERS** **CHANGE RECENT** **HELP!**

District: ALPINE DISTRICT

School: EAST SHORE HIGH

Test Topic: Science

Sub Topic: Science

Grade: ALL

Specialty: ALL

Purpose: ALL

Add Tests

Ready...

Grade	Sub-Topic	Specialty	Purpose	Amount		
500	Science	Secondary	Biology	Braille	Test	
501	Science	Secondary	Biology	Large	Test	
502	Science	Secondary	Biology	Standard	Test	
503	Science	Secondary	Chemistry	Braille	Test	
504	Science	Secondary	Chemistry	Large	Test	
505	Science	Secondary	Chemistry	Standard	Test	
506	Science	Secondary	Earth	Braille	Test	

Notice the tests available to order. You can select CRT but it is only for the new Coordinator's guide.





Utah State Office of Education:
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This tells you where you are on
the web site

I chose
Science
to start
ordering

JSOE AA Main : Test Ordering : Request Tests

Welcome 01 | [Logout](#) | [Main](#)

JSOE AA Main
Assessments

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District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

[Add Tests](#)

Ready...

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
500	Science	Secondary	Biology	Braille	Test	<input type="text"/>
501	Science	Secondary	Biology	Large	Test	<input type="text"/>
502	Science	Secondary	Biology	Standard	Test	<input type="text"/>
503	Science	Secondary	Chemistry	Braille	Test	<input type="text"/>
504	Science	Secondary	Chemistry	Large	Test	<input type="text"/>

This
should
have all
your
schools



CRT ELA
 CRT Science
 DWA
 CRT Science
 NAEP
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School: EAST SHORE HIGH
 Test Topic: Science Grade: ALL
 Sub Topic: ALL Specialty: ALL Purpose: ALL
 Add Tests
 Ready...

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
500	Science	Secondary	Biology	Braille	Test	
503	Science	Secondary	Chemistry	Braille	Test	
506	Science	Secondary	Earth	Braille	Test	
509	Science	Secondary	Physics	Braille	Test	
513	Science	4	N/A	Braille	Test	
516	Science	5	N/A	Braille	Test	
519	Science	6	N/A	Braille	Test	
523	Science	7	N/A	Braille	Test	
526	Science	8	N/A	Braille	Test	
501	Science	Secondary	Biology	Large	Test	
504	Science	Secondary	Chemistry	Large	Test	

I just sorted
 by specialty!
 You can sort
 by these
 topics to
 assist in the
 ordering
 process.



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USOE AA Main : [Test Ordering](#) : [Request Tests](#)

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USOE AA Main

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CRT Science
DWA
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ADD TESTS

REVIEW ORDERS

CHANGE RECENT

HELP!

District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

Ready...

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
500	Science	Secondary	Biology	Braille	Test	<input type="text"/>
501	Science	Secondary	Biology	Large	Test	<input type="text"/>
502	Science	Secondary	Biology	Standard	Test	<input type="text"/>
503	Science	Secondary	Chemistry	Braille	Test	<input type="text"/>
504	Science	Secondary	Chemistry	Large	Test	<input type="text"/>
505	Science	Secondary	Chemistry	Standard	Test	<input type="text"/>
506	Science	Secondary	Earth	Braille	Test	<input type="text"/>
507	Science	Secondary	Earth	Large	Test	<input type="text"/>
508	Science	Secondary	Earth	Standard	Test	<input type="text"/>
509	Science	Secondary	Physics	Braille	Test	<input type="text"/>
510	Science	Secondary	Physics	Large	Test	<input type="text"/>
511	Science	Secondary	Physics	Standard	Test	<input type="text"/>

Order
Administration
manuals for
Science and
other tests this
way



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Utah State Office of Education: Assessment and Accountability

USOE AA Main : Test Ordering : Request Tests

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USOE AA Main Assessments

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PROFILE

ADD TESTS

REVIEW ORDERS

CHANGE RECENT

HELP!

District: ALPINE DISTRICT
School: EAST SHORE HIGH

Test Topic: Science Grade: ALL

Sub Topic: Chemistry Specialty: ALL Purpose: ALL

ALL
N/A
Biology
Chemistry
Earth
Physics

Add Tests

Ready..

		Grade	Sub-Topic	Specialty	Purpose	Amount
503	Science	Secondary	Chemistry	Braille	Test	
504	Science	Secondary	Chemistry	Large	Test	
505	Science	Secondary	Chemistry	Standard	Test	

This makes ordering easy!!! Each topic is progressive, so if you only want grade level, leave the other ones at ALL while choosing the grade here.

UALPA
 UTIPS
 UBSCT
 Results
U-PASS
 U-Pass Info
 U-Pass Reports
NCLS
 NCLB Info
 AYP Reports
 AYP Results
Test Ordering
 User Main
[Request Tests](#)
 Review Requests
 Change Requests
 User Help!

Add Tests

Ready...

ID	Topic	Grade	Sub-Topic	Specialty	Purpose	Amount
500	Science	Secondary	Biology	Braille	Test	4
501	Science	Secondary	Biology	Large	Test	10
502	Science	Secondary	Biology	Standard	Test	165
503	Science	Secondary	Chemistry	Braille	Test	1
504	Science	Secondary	Chemistry	Large	Test	4
505	Science	Secondary	Chemistry	Standard	Test	180
506	Science	Secondary	Earth	Braille	Test	
507	Science	Secondary	Earth	Large	Test	
508	Science	Secondary	Earth	Standard	Test	
509	Science	Secondary	Physics	Braille	Test	
510	Science	Secondary	Physics	Large	Test	
511	Science	Secondary	Physics	Standard	Test	
512	Science	Elementary	N/A	Standard	Admin	
513	Science	4	N/A	Braille	Test	
514	Science	4	N/A	Large	Test	
515	Science	4	N/A	Standard	Test	
516	Science	5	N/A	Braille	Test	
517	Science	5	N/A	Large	Test	
518	Science	5	N/A	Standard	Test	
519	Science	6	N/A	Braille	Test	

1 2

Choose
ADD
TESTS
when done
entering
counts on
this page.

Don't forget to check page 2



Utah State Office of Education: Assessment and Accountability

USOE AA Main : Test Ordering : Review Requests

Welcome 01 | [Logout](#) | [Main](#)

USOE AA Main Assessments

CRT Math
CRT ELA
CRT Science
DWA
CRT Science
NAEP
UALPA
UTIPS
UBSCT
Results

U-PASS

U-Pass Info
U-Pass Reports

NCLB

NCLB Info
AYP Reports
AYP Results

Test Ordering

User Main
Request Tests
[Review Requests](#)
Change Requests
User Help!

PROFILE

ADD TESTS

REVIEW ORDERS

CHANGE RECENT

HELP!

District: ALPINE DISTRICT
School: ALL
Test Topic: ALL Grade: ALL
Sub Topic: ALL Specialty: ALL Purpose: ALL
Shipped: NOT SHIPPED From: 12/11/2006 To: 1/11/2007

School Name	Topic	Grade	Subtopic	Specialty	Purpose	AMT	Ordered	Shipped
EASTSHOREHIGH	Science	SEC	Biology	Braille	Test	4	01/11/2007	
EASTSHOREHIGH	Science	SEC	Biology	Large	Test	10	01/11/2007	
EASTSHOREHIGH	Science	SEC	Biology	Standard	Test	165	01/11/2007	
EASTSHOREHIGH	Science	SEC	Chemistry	Braille	Test	1	01/11/2007	
EASTSHOREHIGH	Science	SEC	Chemistry	Large	Test	4	01/11/2007	
EASTSHOREHIGH	Science	SEC	Chemistry	Standard	Test	180	01/11/2007	

Now we are at the Review Orders page. Check to see that the tests needed for this school are ordered. This page is sorted by sub-topic.



Utah State Office of Education: Assessment and Accountability

JSOE AA Main : Test Ordering : Review Requests

Welcome 01 | [Logout](#) | [Main](#)

JSOE AA Main Assessments

CRT Math
CRT ELA
CRT Science
DWA
CRT Science
NAEP
UALPA
UTIPS
UBSCT
Results

U-PASS

U-Pass Info
U-Pass Reports

NCLS

NCLB Info
AYP Reports
AYP Results

Test Ordering

User Main
Request Tests
[Review Requests](#)
Change Requests
User Help!

PROFILE

ADD TESTS

REVIEW ORDERS

CHANGE RECENT

HELP!

District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

Shipped: From: To:

School Name	Topic	Grade	Subject	Purpose	AMT	Ordered	Shipped
BARRATT SCHOOL	Science	SEC	Biology	Test	60	01/11/2007	
BARRATT SCHOOL	Science	SEC	Chemistry	Test	190	01/11/2007	
BARRATT SCHOOL	Science	SEC	Earth Science	Test	150	01/11/2007	
BARRATT SCHOOL	Science	SEC	Physics	Test	48	01/11/2007	
EASTSHORE HIGH	Science	SEC	Biology	Test	4	01/11/2007	
EASTSHORE HIGH	Science	SEC	Biology	Large Test	10	01/11/2007	
EASTSHORE HIGH	Science	SEC	Biology	Standard Test	165	01/11/2007	
EASTSHORE HIGH	Science	SEC	Chemistry	Braille Test	1	01/11/2007	
EASTSHORE HIGH	Science	SEC	Chemistry	Large Test	4	01/11/2007	
EASTSHORE HIGH	Science	SEC	Chemistry	Standard Test	180	01/11/2007	

If tests were ordered on different days, be sure to check the dates while reviewing.





Utah State Office of Education: Assessment and Accountability

JSOE AA Main : Test Ordering : Change Requests

Welcome 01 | [Logout](#) | [Main](#)

JSOE AA Main Assessments

CRT Math
CRT ELA
CRT Science
DWA
CRT Science
NAEP
UALPA
UTIPS
UBSCT
Results

U-PASS

U-Pass Info
U-Pass Reports

NCLS

NCLB Info
AYP Reports
AYP Results

Test Ordering

User Main
Request Tests
Review Requests
[Change Requests](#)
User Help!

PROFILE

ADD TESTS

REVIEW ORDERS

CHANGE RECENT

HELP!

District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

Shipped: From: 1/9/2007 To: 1/11/2007

	ID	School	Topic	GR	Subtopic	Specialty	Purpose	#	Shipped
Edit Del	8	BARRATT SCHOOL	Science	SEC	Biology	Braille	Test	60	NO
Edit Del	10	BARRATT SCHOOL	Science	SEC	Earth	Braille	Test	150	NO
Edit Del	2	EAST SHORE HIGH	Science	SEC	Biology	Braille	Test	4	NO
Edit Del	5	EAST SHORE HIGH	Science	SEC	Chemistry	Braille	Test	1	NO
Edit Del	9	BARRATT SCHOOL	Science	SEC	Chemistry	Large	Test	190	NO
Edit Del	3	EAST SHORE HIGH	Science	SEC	Biology	Large	Test	10	NO
Edit Del	6	EAST SHORE HIGH	Science	SEC	Chemistry	Large	Test	4	NO
Edit Del	11	BARRATT SCHOOL	Science	SEC	Physics	Standard	Test	48	NO
Edit Del	4	EAST SHORE HIGH	Science	SEC	Biology	Standard	Test	165	NO
Edit Del	7	EAST SHORE HIGH	Science	SEC	Chemistry	Standard	Test	180	NO

After adding another school's order, I clicked the All button at school level to see every order, then sorted by Specialty again. By doing this, I notice that I have too many Braille tests! I went to the Change Recent page, where I can alter the last 24 hours' orders...

Notice the Edit and Delete Choices.



9/11/2008

Assessment Directors Meeting

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Utah State Office of Education: Assessment and Accountability

USOE AA Main : Test Ordering : Change Requests

Welcome 01 | [Logout](#) | [Main](#)

USOE AA Main

Assessments

CRT Math
CRT ELA
CRT Science
DWA
CRT Science
NAEP
UALPA
UTIPS
UBSCT
Results

U-PASS

U-Pass Info
U-Pass Reports

NCLS

NCLB Info
AYP Reports
AYP Results

Test Ordering

User Main
Request Tests
Review Requests
[Change Requests](#)
User Help!

PROFILE

ADD TESTS

REVIEW ORDERS

CHANGE RECENT

HELP!

District:

School:

Test Topic: Grade:

Sub Topic: Specialty: Purpose:

Shipped: From: 1/9/2007 To: 1/11/2007

	ID	School	Topic	GR	Subtopic	Specialty	Purpose	#	Shipped
Edit Del	8	BARRATT SCHOOL	Science	SEC	Biology	Braille	Test	60	NO
Update Cancel	10	BARRATT SCHOOL	Science	SEC	Earth	Braille	Test	150	
Edit Del	2	EAST SHORE HIGH	Science	SEC	Biology	Braille	Test	4	NO
Edit Del	5	EAST SHORE HIGH	Science	SEC	Chemistry	Braille	Test	1	NO
Edit Del	9	BARRATT SCHOOL	Science	SEC	Chemistry	Large	Test	190	NO
Edit Del	3	EAST SHORE HIGH	Science	SEC	Biology	Large	Test	10	NO
Edit Del	6	EAST SHORE HIGH	Science	SEC	Chemistry	Large	Test	4	NO
Edit Del	11	BARRATT SCHOOL	Science	SEC	Physics	Standard	Test	48	NO
Edit Del	4	EAST SHORE HIGH	Science	SEC	Biology	Standard	Test	165	NO
Edit Del	7	EAST SHORE HIGH	Science	SEC	Chemistry	Standard	Test	180	NO

Here I can change the amount I ordered, or choose Delete if I ordered the wrong test for that school. You have 24 hours to change your mind!

Don't forget to choose the Update or Cancel options.



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Assessment Directors Meeting

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Utah State Office of Education: Assessment and Accountability

USOE AA Main : Test Ordering : Review Requests

Welcome sarah | [Logout](#) | [Main](#)

USOE AA Main

Assessments

CRT Math
CRT ELA
CRT Science
DWA
CRT Science
NAEP
UALPA
UTIPS
UBSCT
Results

U-PASS

U-Pass Info
U-Pass Reports

NCLS

NCLB Info
AYP Reports
AYP Results

Test Ordering

Administrator Main
User Edit
User Main
Request Tests
[Review Requests](#)
Change Requests
User Help!

PROFILE

ADD TESTS

REVIEW ORDERS

CHANGE RECENT

HELP!

District: ALPINE DISTRICT
School: ALL
Test Topic: ALL Grade: ALL
Sub Topic: ALL Specialty: ALL Purpose: ALL
Shipped: NOT SHIPPED From: 12/11/2006 To: 1/11/2007

School Name	Topic	Grade	Subtopic	Specialty	Purpose	AMT	Order#	Shipped
BARRATTSSCHOOL	Science	SEC	Biology	Braille	Test	60	01/11/2007	
BARRATTSSCHOOL	Science	SEC	Chemistry	Large	Test	190	01/11/2007	
BARRATTSSCHOOL	Science	SEC	Earth	Braille	Test	15	01/11/2007	
BARRATTSSCHOOL	Science	SEC	Physics	Standard	Test	48	01/11/2007	
EASTSHOREHIGH	Science	SEC	Biology	Braille	Test	4	01/11/2007	
EASTSHOREHIGH	Science	SEC	Biology	Large	Test	10	01/11/2007	
EASTSHOREHIGH	Science	SEC	Biology	Standard	Test	165	01/11/2007	
EASTSHOREHIGH	Science	SEC	Chemistry	Braille	Test	1	01/11/2007	
EASTSHOREHIGH	Science	SEC	Chemistry	Large	Test	4	01/11/2007	
EASTSHOREHIGH	Science	SEC	Chemistry	Standard	Test	180	01/11/2007	

Checking again on the Review Orders page, my Braille order is fixed! Only 20,842 schools to go...

Pre-Print Upload Training

Steps 1-2-3

SHARON MARSH
COMPUTER SERVICES

Step 1



Obtaining a User ID and Password

- LEAs must submit a New User Agreement Form to USOE in order to request a user ID. The New User Agreement form must be filled out and faxed to Sharon Marsh at
- (801) 538-7938. After checking the contents and forms for accuracy, the administrator will create a user ID for the requestor

User ID And Password Format

- Your User ID is made up using your LEA number, first initial, last name.
- The password for the first time that you log on to the testing web-site is Password1
- Passwords must meet the following criteria:
 - Be at least 8 characters in length
 - Contain at least 1 number (0-9),
 - Contain at least 1 uppercase letter (A-Z),
 - Contain at least 1 lowercase letter (a-z)

Logging into the Assessment Website

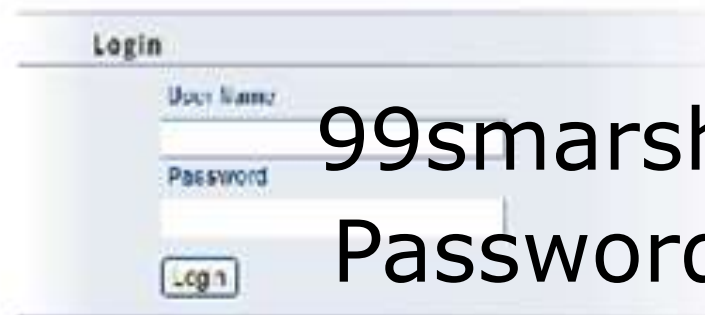
- <https://cs.schools.utah.gov/assessment>
- First screen is the Login screen
- Example: User ID
99smarsh
- Example: Password
Password1

Login Page

2 Logging into the Assessment Website

A USOE assigned user ID and Password is required to gain access to the Assessment system. Users are required to use strong passwords (See section 1.8.3 Password Security for details.).

For security purposes, invalid user logins are disabled after 3 consecutive failed attempts; if an account should be disabled, users are required to contact USOE in order to have it reset.



99smarsh
Password1

Figure 2.1

Home Page

USOE - Assessment Website User Manual

USOE & Cognia IT Partners

3 Home Page

Users are directed to the Assessment **Home** page after successfully logging into the Assessment website. The **Home** page contains a Calendar of Events to notify LEAs of special dates and events. Links to the various parts of the website are listed along the top and left sides of the website.

Utah State Office of Education | Assessment

Home | File Upload | Review File Processing | Support

David Eric Robertson
LEA: CANYON DISTRICT (S)

Log Out

Welcome to the Assessment Website

Calendar of Events		
✓ April 8	Setup User	Website and Monitor student data.
April 28	Data upload ready to ready	Review reports ready to run.
May 08	Assessment data ready to upload	Review reports ready to run.
May 20	Assessment data ready to upload	Review reports ready to run.
June 30	Data upload ready to upload	Review reports ready to run.

Documents of Interest

Utah State Assessment	Utah State Assessment for building and state level results.
Assessment	Assessment for building and state level results.
Assessment Reporting Tools	Tools for building and state level results.

utah.gov

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Revised 10/10/08

Figure 3.1

Links to various parts of website and contains a Calendar of Events

Step 2



Before Uploading

- Before uploading a file to the Assessment system, the file content should be named as outlined the Preprint File Name Specification. Files that fail validation or are named improperly will NOT be accepted by the website. The Preprint File Validation Application and the Preprint File specification is on the Support page.

Steps for Uploading Files

- Create an LEA Preprint file for each test
- Use the provided Preprint File Validation Application tool to validate the file's contents.
- Login to the Assessment website using a valid user ID and password.
- Click on the Upload File link on the Home page under File Maintenance section. The upload File screen will appear.

Upload File Screen

4.1.1 Before Uploading

Before uploading a file to the Assessment system, the file content should be validated using the Preprint File Validation Application, and the file should be named as outlined in the Preprint File Name Specification. Files that fail validation or are named improperly will NOT be accepted by the website. The Preprint File Validation Application and the Preprint File specification is available on the Assessment website Support page.

4.1.2 Steps for uploading

The following are general steps to be used when uploading Preprint files to the Assessment website.

1. Create an LEA Preprint file for each test
2. Use the provided Preprint File Validation Application tool to validate the file's contents.
3. Login to the Assessment website using a valid user ID and password.
4. Click on the Upload File link on the Assessment Home page under File Maintenance section. The Upload File screen will appear as in Figure 4.2



This is in your handout

Selecting Your File

- Click on the Browse button to open the choose file window then navigate to where you have your Preprint file.
- After locating the correct Preprint file, select it and click on Open
- The Preprint File that was selected along with its path, should now appear in the File Name box.

Locating Correct Preprint File



Figure 4.3

6. After locating the correct Preprint file, select it and click on **Upload**.
7. The Preprint File that was selected, along with its path, should now appear in the File Name box.
8. Click on **Upload** to start the upload process.

NOTE: The amount of time required to upload a file is determined by many factors. The major factors are: the LEAs internet connection speed, and the size of the file being uploaded.

9. After the file has been successfully uploaded, a confirmation message box will appear as in Figure 4.4. If the file name doesn't match the Preprint File Name Specification, the upload will fail and the appropriate error message will be displayed.

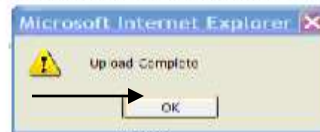


Figure 4.4

4.1.3 Website Login Troubleshooting

If you are unable to login to the Assessment website please verify your password and try again. If you are still unable to login, contact the USOE Assessment Helpdesk to have your password reset or to see if your account has been locked.

This is in your
hand-outs

Review Your Files After they Are Sent

USOE - Assessment Website User Manual

4 File Maintenance

The File Maintenance area of the Assessment website is provided to aid in checking file statuses and viewing errors found in Preprint files. The following sub-sections explain and provide the steps for each web page on the File Maintenance menu.

Utah State Office of Education | Assessment

File Processing

Name	Status	File Type	Action
2011-2012 Assessment Preprint Files	Uploaded	Preprint	Download
2011-2012 Assessment Preprint Files	Uploaded	Preprint	Download
2011-2012 Assessment Preprint Files	Uploaded	Preprint	Download
2011-2012 Assessment Preprint Files	Uploaded	Preprint	Download
2011-2012 Assessment Preprint Files	Uploaded	Preprint	Download

Buttons: Upload, Download, Refresh, Print, Export, Import

Figure 4.1

4.1 Uploading Assessment Preprint Files

The Upload File page allows LEA's to upload Assessment Preprint files to USOE. Before the file is actually uploaded, the Upload File page verifies that the file name meets the Preprint File Name Specification and that the file has not been uploaded before. After the file is uploaded, a successful upload message appears and the file appears in the Review File Processing screen with its current status as shown in Figure 4.1.

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Processing Files With Errors

- If errors were found during validation, a status of Failed will appear next to the file name. The following options are available for files with errors.
- Click on the filename with status of failed
- View errors on the file by clicking on the File Summary button. Some of the file errors will be displayed. The user may print these out.

Processing Files With Errors

- Cancel the Failed file to put it at the bottom of the file list.
- Files with errors must be fixed by the LEA and re-uploaded for processing.
- Most errors are SSID miss-matches.

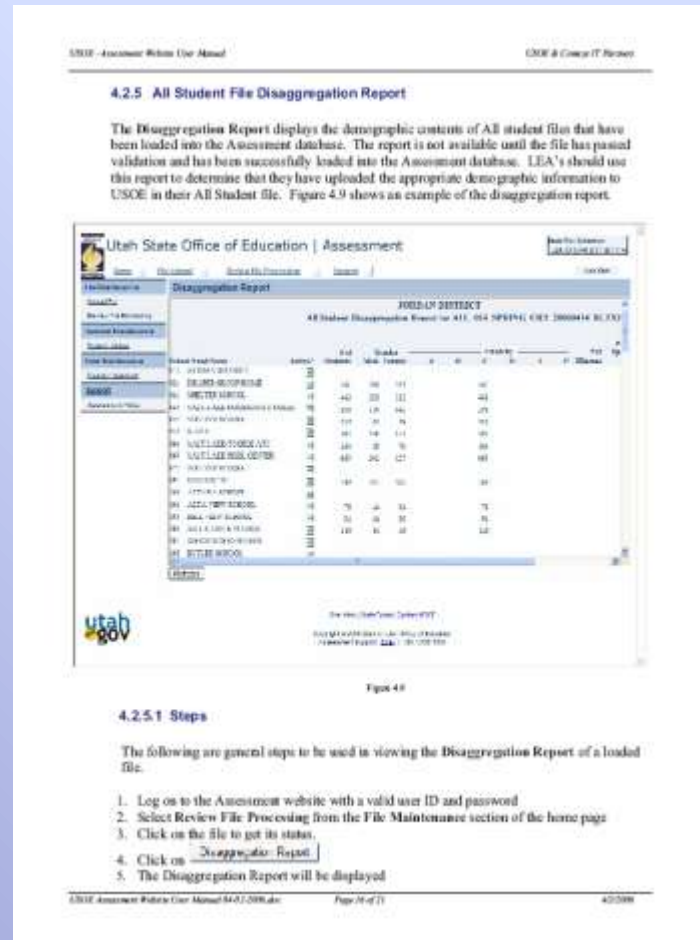
Disaggregation Report

- This year we are using the preprints and the All-Student files for the IOWA, UBSCT, and DWA for disaggregation reports so that the state information can be available sooner. Please make sure that the files that you send in are as accurate as possible.
- The Disaggregation reports will help you decide if your files demographic information is correct

Disaggregation Report

- Select Review File Processing from the file Maintenance section of the home page
- Click on the file to get its status
- Click on Disaggregation Report
- The Disaggregation Report will be displayed.

Sample Disaggregation Report



Explained in the
Website User
Manual page 16

Step 3



Am I Done Yet?

- All of my files have been uploaded.
- All files now say Queued so now what will happen?


Session Maintenance

USOE - Assessment Website User Manual | USOE & Concept IT Services

5 Session Maintenance

The Session Maintenance page on the Assessment website displays which Testing Sessions are open for the LEA. Testing Sessions are opened by the Assessment/Preprint administrator at USOE. Files can only be uploaded for sessions that are open. After an LEA has uploaded all Preprint files for a session, the LEA must close the session. Closing the testing session notifies the Assessment/Preprint Administrator that the LEA is ready to have their Preprint files reviewed and printed. Files will not be reviewed or printed until the LEA has closed the testing session.

NOTE: Preprint Files can NOT be uploaded for closed sessions!



Utah State Office of Education | Assessment

Home / Session Maintenance / Session Status

Session ID	Name	Status	Action
1001	Session 1	Open	Close Session
1002	Session 2	Open	Close Session
1003	Session 3	Open	Close Session
1004	Session 4	Open	Close Session
1005	Session 5	Open	Close Session
1006	Session 6	Open	Close Session
1007	Session 7	Open	Close Session
1008	Session 8	Open	Close Session
1009	Session 9	Open	Close Session
1010	Session 10	Open	Close Session

Page 17 of 21

4/2/2008

5.1 Closing a Session so my Assessments will be Printed

1. Logon to the Assessment website with a valid user ID and password
2. Select Session Status from the Session Maintenance section of the Home page
3. Locate the session that needs to be closed from the list of sessions.
** Only open sessions can be closed.
4. Click on the [Close Session](#) hyperlink to close the session.
5. The page will update displaying the session is closed.
6. USOE staff will be notified that your preprint files are ready for review and printing.

Now What?

- Locate the session that needs to be closed from the list of sessions
- We are doing Fall for (IOWA)
- Click on the Close Session hyperlink to close the session.
- The page will update displaying the session is closed.
- USOE staff will be notified that your preprint files are ready for review and printing.

Questions

